

UNITED STATES COURT OF APPEALS
ELEVENTH CIRCUIT

| | |
|--|--|
| Position Title: | FACILITIES/FURNITURE PROCUREMENT GENERALIST |
| Opening Date: | August 29, 2006 |
| Closing Date: | September 12, 2006 (or until filled) |
| Developmental Salary Range (CL 27): | \$42,528-\$52,720 |
| Full Performance Salary Range (CL 27): | \$53,164-\$69,116 |
| With Full Performance Salary Potential To (CL28): | \$82,863 |

The Circuit Executive's Office has an opening for a **Facilities/Furniture Procurement Generalist** to assist in maintaining facilities interiors, furniture layouts, and research and procurement of furniture and furnishings for existing and new facilities within the Eleventh Circuit. Persons interested in applying for this position should submit a cover letter and resume by **September 12, 2006 (or until filled)** to:

Cheryl Vessels
Human Resources Manager
Eleventh Circuit
United States Court of Appeals
56 Forsyth Street, NW
Atlanta, Georgia 30303

The Facilities/Furniture Procurement Generalist reports to the Architect/Facilities Manager on projects assigned by the Assistant Circuit Executive for Space and Facilities. This is a full-time, temporary position for a period of up to two years which may become indefinite.

The selected candidate will be subject to a background check as a condition of employment.

DUTIES: The primary functions of this position include:

1. Assist in the coordination of facilities renovations and interiors projects.
2. Assist in preparation of plans and review of schedules for facilities and interiors projects assigned by the Assistant Circuit Executive for Space and Facilities.
3. Monitors progress on facilities maintenance projects and cyclical maintenance through site visits and telephone calls from initial design through task completion.
4. Provides information on facility maintenance problems and cyclical replacement items, and coordinates correction with GSA or outside vendors for the Tuttle Court of Appeals Building and other court facilities as assigned.
5. Assists with recommending to circuit court officials the quality, color, and design of furniture, window coverings, fixtures, and accessories in keeping with policy, regulations, budgetary considerations, and the end user's personal preference.
6. Assists by preparing space and furniture layouts for renovated space and new construction for judicial officers and court support offices using automated systems including word processing, spreadsheet, and project management applications, as well as CAD and manual drafting systems and related software applications.

7. Prepares correspondence and conducts meetings with vendors' representatives.
8. Determines whether prices are fair and correct; determines if quality meets specification and performance standards.
9. Locates sources of supplies for regular and emergency purchases in the shortest possible time span, while adhering to procurement policies.
10. Prepares and processes purchase orders.
11. Reviews invoices regarding items purchased.
12. Maintains and monitors purchasing records and reports.
13. Monitors status of ongoing work assignments and maintains schedules.
14. Contacts various vendors and discussing specific commodity requirements; negotiating costs, securing competitive bids, and issuing purchase orders based on cost effectiveness for the court.
15. Acquires and maintains General Services Administration (GSA) and manufacturer's catalogues and samples, submitting to GSA or vendors the necessary forms for furniture and furnishings acquisitions.
16. Maintains an accounting of all monies expended as well as the amount remaining in the current budget for furniture and furnishings.
17. Prepares periodic reports of status of projects and/or funding requirements.
18. Assists in the preparation of annual budget for furniture and furnishings.
19. Assists and coordinates with the Custodial Officer who maintains the circuit-wide master personal property list which includes furniture.

QUALIFICATIONS: High school graduation, or the equivalent, plus three years specialized experience, including at least one year equivalent to work at CL 26 level. Degree in architecture or related field desirable and CAD proficient (AutoCAD preferred).

GENERAL EXPERIENCE: Progressively responsible experience that provides evidence that the applicant has (1) a good understanding of the methods and administrative machinery for accomplishing the work of an organization; (2) the ability to analyze problems and assess the practical implications of alternative solutions; (3) the ability to communicate with others, orally and in writing; and (4) the capacity to employ the knowledge, skills and abilities in the resolution of problems.

SPECIALIZED EXPERIENCE: Progressively responsible experience in an area related to architecture and/or furniture procurement which demonstrates an individual's ability to perform the duties of this position.

Experience Substitutions: Excess specialized experience may be substituted for required general experience.

Educational Substitutions: Education above the high school level may be substituted for required general experience on the basis of one academic year (30 semester or 45 quarter hours) equals nine months of experience.

EMPLOYEE BENEFITS

Employees of the United States Courts are entitled to the same benefits as other federal government employees. They are not part of the Civil Service system, however. Some of the benefits of federal service are:

| | |
|--------------------------------------|---|
| PAID VACATIONS | From 13 to 26 days per year depending on length of federal service. |
| PAID HOLIDAYS | 10 days per year |
| SICK LEAVE | 13 days per year |
| HEALTH INSURANCE | Employees may participate in the Federal Employees Health Benefits Program, and may choose from plans provided by several insurers. The government contributes up to 75% of the premium, depending on the plan selected. |
| LIFE INSURANCE | Employees may participate in the Federal Employees Group Life Insurance Program. |
| FLEXIBLE BENEFITS | Employees may participate in the Federal Judiciary Flexible Benefits Program which includes (1) a Premium Payment Plan which offers employees the choice of having health insurance premiums deducted from their pay either pre-taxes or after-taxes, and (2) a Flexible Spending Account which allows employees to set aside pre-tax money to cover certain health care and dependent care expenses. |
| LONG-TERM CARE INSURANCE | Employees may participate in the Federal Judiciary Group Long-Term Care Program which covers such benefits as community based care, nursing home care, hospice care and caregiver benefit. Spouses, parents, parents-in-law, grandparents, and grandparents-in-law are also eligible. |
| WITHIN-LEVEL SALARY INCREASES | Within each salary classification level there are 61 "steps." Based upon performance, employees within the Developmental Range (steps 1-24) are eligible for step increases every 13 pay periods and employees within the Full Performance Range (steps 25-61) are eligible for step increases annually. |
| TIME IN SERVICE | Time in service with other federal agencies and prior military service is credited for the purpose of computing employee leave and retirement benefits. |
| RETIREMENT | Employees contribute 8.45% of their salary toward a retirement plan under the Federal Employees Retirement System, to which the government also contributes. Of that 8.45%, 6.2% goes to social security, 1.45% goes to Medicare, and .8% goes to the FERS Basic Benefit Plan. Employees may also participate in a voluntary tax-deferred Thrift Savings Plan. Benefits are generally available upon retirement at age 60 with 20 years of service or at an earlier age with 30 years of service. Reduced benefits may be available with fewer years of service. Specific details are available upon request. |

THE UNITED STATES COURTS ARE EQUAL OPPORTUNITY EMPLOYERS

(revised 5/2003)